UNIVERSITY OF KENTUCKY

LAW LIBRARY

READERS' GUIDE

1972-73

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INTRODUCTION

As a student at the University of Kentucky College of Law, an excellent collection of legal materials is accessible to you for use in your studies. This guide is intended to help you get the maximum benefit from the library's resources. The reasons for its rules are also given.

A law library is a working collection; therefore, we have almost all books on open stacks for readers to use freely without the necessity of checkout formalities. It is also a research library, therefore, the books must be available whenever the library is open. Cooperation of all readers will help to achieve a balance between the needs and the rights of the many users of the library. Library rules, therefore, are not meant to act as barriers to your use of books, but they merely regulate this balance for maximum usability.

Over five hundred students are entitled to the use of our books and each one of them has the responsibility of using the library with consideration for the rights of others. Any reader who fails to charge out books properly or to return them when due is infringing upon the rights of his fellow students.

The collection is not arranged by the traditional subject breakdown. Instead, the books are arranged by type: statutes, court reports, digests, encyclopedias, administrative reports (by jurisdiction), periodicals (by title), texts (by author).* The following range guides and general procedures will help you in using the library. Please do not hesitate to ask for help from any of the library staff whenever they might be of assistance to you.

*A special project is under way to arrange the text collection by subject following the Library of Congress Class K schedule. Books processed in Class K will be shelved at the beginning of the treatise collection.

LIBRARY HOURS

Regular Schedule

Monday through Sunday. . . .8:00 a.m. - 12 Midnight

Summer Term

Monday through Friday. . . .8:00 a.m. - 12 Midnight

Saturday . . . . . .8:00 a.m. - 6:00 p.m.

Sunday . . . . . .12 Noon - 12 Midnight

Vacation Hours

Monday through Friday. . . .8:00 a.m. - 5:00 p.m.

Saturday . . . . . .8:00 a.m. - 12 Noon

Sunday . . . . . .CLOSED

LIBRARY STAFF

	Room	Phone
Law Librarian and Associate Professor of Law. . . . ...Mr. Paul Willis	L130	258-8686
Assistant Law Librarian and Adjunct Instructor. . . .Mrs. Susan Csaky	L128	258-8688
Order Librarian. . . . . .Mrs. Vivian MacQuown	L124	257-1651
Periodicals Librarian. . . . .Mrs. Lucille Keating	L124	257-1651
Acquisitions Librarian . . . .Mrs. Martha Huff	L128	258-8688
Circulation Librarian. . . . .Mrs. Thelma Rogers	Circl. Desk	258-8687
Media Librarian. . . . . .Mr. Al Evans	L103	257-1354
Secretary. . . . . .Mrs. Pat Lloyd	L129	258-8687
Kentucky Criminal Law Information Service		
Director. . . . . .Miss Kay Alley	L126	258-5931
Assistant Director. . . .Mrs. Judy Woods	L126	258-5931

		Room	Phone
Library of Congress Class K Project			
Cataloger.	Mrs. Karin Sandvik	L128	258-8688
Assistant.	Mrs. Mary Bunner	Wk.Rm.	258-8687
Assistant.	Mrs. Evelyn Fleming	Wk.Rm.	258-8687

UNIVERSITY OF KENTUCKY LAW LIBRARY
GENERAL LOCATION GUIDE

	Range
British Commonwealth; Foreign	216-226
Citators (State citators follow state statutes)	101
Digests	106, 265
Documents	
State	26-47
U.S.	110-111
Indexes (Legal periodicals)	Reference 1st; 2d
Kentucky material	108
Loose-Leaf services	101
Tax	112-113
Labor	104
National Reporter System	132-138; 258-263
Periodicals	
Bound	227-255
Unbound	Reserve
Shepard's Citations (State citators follow state statutes)	101
State Reports (prior to National Reporter System)	9-16
State Statutes	Center, Main Floor
Treatises	
Since 1915	117-131
Published before 1915; casebooks	48-66

For more detailed information, see complete range number guide available at the circulation desk.

MATERIALS

1. Reserves.

The following books are on the reserve shelves behind the circulation desk:

a. Course reserves. This includes only books on reserve for courses given during the current semester. The Desk Notebook contains a list of those items placed on reserve by each professor.

b. Hornbooks. All Hornbooks have been placed on permanent reserve.

c. Kentucky practice books. The following Kentucky practice books are kept on the reserve shelves: Caldwell's Kentucky Form Books, Richardson's Kentucky Practice, Russell & Merritt's Kentucky Probate Practice, Stanley's Instructions to Juries, Kentucky Legal Forms.

d. Restatements. All Restatements of the Law of the American Law Institute, including tentative drafts, are on the reserve shelves in reserve range 5. The Restatements are shelved alphabetically by subject. Other American Law Institute publications are shelved in the treatise stacks under "American Law Institute."

e. Current unbound periodicals. All current issues of periodicals are kept on the reserve shelves where they are kept in the periodicals boxes (behind the Desk) until they are bound. (Periodicals are usually sent to be bound as soon as the volumes are completed. A list of journals at the bindery, with the approximate date of their return, is on the bulletin board behind the Desk.)

1A. ABA section reports. This material is filed in alphabetical order by section name, (Main floor range 104). ABA and other miscellaneous newsletters are in the library workroom filing cabinets behind the reserve area.

2. Law School Bulletins. The library keeps a file of the most recent catalogs of other law schools in pamphlet boxes in the reference area. They are arranged alphabetically by school.

3. Court of Appeals briefs. The library has a substantial collection of case briefs decided in the Court of Appeals of Kentucky beginning with volume 300 Ky. (187 S.W. 2d). The holdings are listed on the cards in the main card catalog trays marked "Kentucky Court of Appeals Briefs". The briefs are housed in room 05 in the basement of the law building. Copies of briefs can be obtained from the Desk.

4. Court of Appeals "slip opinions". The "slip opinions" of the Kentucky Court of Appeals are filed in a cabinet next to the reference area. (These opinions are mailed to the library on the day on which the decisions are announced in Frankfort.) A case name index can be found in one of the bottom drawers of the card catalog while the Kentucky Law Summary (reference shelf) serves as a subject index.

5. U.S. Supreme Court records and briefs. The library has the U.S. Supreme Court records and briefs, full opinion cases, on microfilm for the years 1941-date (316 U.S. Reports-date). These records, briefs and readers are on the second floor (balcony) of the library. Please ask the Desk attendant for assistance.

6. U.S. Courts of Appeal Briefs. As a member institution (King Library) of the Center for Research Libraries in Chicago, the briefs for the circuits listed below may be borrowed by the law library.

U.S. Courts of Appeal, 1952-date
- Second Circuit
- Third Circuit
- Sixth Circuit (and partial file, 1929-1951)
- Ninth Circuit
- District of Columbia

7. Kocourek collection. The Kocourek collection on jurisprudence is shelved in the Faculty Library (Room L-234, balcony). These volumes are listed in the card catalog and each card is stamped "Kocourek Library". Ask at the Desk to get titles from this collection.

8. Kentucky acts, journals, statutes and codes. A complete set of this material is in the Faculty Library (Room L-234, balcony) of the Library. Current material (excluding journals) is in the Kentucky Alcove, range 108.

9. Newspapers and popular magazines. The back issues of newspapers received by the library (Courier-Journal, Lexington Herald and Leader, New York Times, Sunday and daily, Wall Street Journal, Christian Science Monitor, and National Observer) are kept in the workroom cabinets for about two weeks. They are then taken to room 05 in the basement and stored for several months before being discarded. The main University library has the back issues on microfilm. Popular periodicals once removed from the Browsing area are also stored in the workroom. Inquire at the Desk for back copies.

10. Pamphlet and bibliography files. Separate pamphlet and bibliography files are maintained in filing cabinets next to the reference area. Subject and author entries are in the card catalog.

Items in the files are arranged in numerical order. Pamphlets numbers are in the sequence "Pamphlet 69-1"; bibliographies, "Biblio. B69-1".

II. Documents.

a. U.S. government publications. The main library of the University of Kentucky is a regional depository library for U.S. publications and therefore receives at least one copy of all depository items. The publications may be used either in the main library Government Publications Department (Room 116) or may be checked out to the Law Library (faculty only).

The Law Library was designated as a partial depository library in December 1968. The bulk of the government document collection is shelved in ranges 110-111 according to the Superintendent of Documents classification number. The Monthly Catalog, which is shelved in the reference area, serves as the index to this collection. A complete listing of the classes which the Law Library receives is available in the library. Some of the major areas are noted below.

> Public Bills and Resolutions. Filed in numerical order in filing cabinets next to range 110. Several indexes are available to determine the number for a particular bill (e.g. CCH Congressional Index - first alcove).
>
> Reports on Public Bills. Shelved by report number at end of government document collection.
>
> House and Senate Documents. Shelved by document number at end of government document collection.
>
> Hearings of Selected Committees. Shelved by Superintendent of Documents classification number (Y4...). For a current listing of hearings in addition to the Monthly Catalog see, Bernan's Checklist of Congressional Hearings, reference area.

Published indexes to all U.S. government documents are located in the reading room of the Government Publications Department. The Law Library has the principal current index United States Government Publications Monthly Catalog, (reference shelves) and other miscellaneous indexes such as Andriot's Guide to U.S. Government Serials and Periodicals.

Faculty requests for use of King Library government publications to be used outside the King Library should be directed to the Law Library. When the material has become available at the Desk of the Government Publications Department, the borrower or his assistant can take a call slip from the Law Library and make his own arrangements for acquiring the material or the Law Library can send for the material. When an item is checked out to the Law Library, the borrower should return the call slip to the Desk. Forms to request government publications from the main library are also available in the library.

Documents in the Law Library which are not shelved with the rest of the government documents collection are listed in the card catalog.

b. State and local government documents. State and local publications in the Law Library are listed in the card catalog. They are shelved with the general treatises except as noted below. The major "series" of state documents, (excluding Kentucky material) are in the library basement, ranges 26-47. The documents are arranged in alphabetical order by state and in the following sequence within each state:

Session laws
Legislative journals
Attorney general reports
Judicial council reports

The University Library's collection of state and local materials (along with the U.S. government documents) is serviced by the Government Publications Department.

The Monthly Checklist of State Publications, the principal index to state documents, is available in the reference area.

c. United Nations documents. The main library is an official depository for United Nations Publications (Government Publications Department). The basic index to the U.N. publications (United Nations Documents Index) is in the Law Library (reference area).

12. Audio-Visual materials. The Law Library has a basic collection of audio-visual materials and equipment available for use. Cassettes and player/recorders may be checked out by students. This collection is housed behind the courtroom in the judge's chamber.

Video tape equipment is also available for law school use. Studio cameras, portable cameras, TV monitors, and necessary accessories are owned by the Law School. In addition a 16mm movie projector and a few films are part of the audio-visual collection. A media librarian is on the staff to assist with these materials.

REGULATIONS

1. Circulation. Loose-leaf services, state and federal codes, citators, court reports, encyclopedias, and reference books may not be taken from the Library without special permission from the Circulation Librarian.

Hornbooks and other reserve books (except volumes which are part of a set of more than three volumes) circulate over night only. They may be checked out two hours before the library closes (at 10:00 p.m., Monday through Friday; at 4:00 on Saturday, and at 10:00 p.m. on Sunday) and are due at 9:30 a.m. the next day (1:30 p.m. on Sunday).

Books for which there is a great demand will be designated "Special Reserve Books", and "Special Reserve" slips will be placed over the charge cards of these books to indicate the time limitation (one or two hours) for use in the library. If checked out overnight, they are due at the same time as regular reserve books noted above.

All treatises (except hornbooks, reserve books, and volumes which are part of a set of more than three volumes) may be checked out for a semester.

All volumes checked out of the library are subject to recall immediately if needed for reserve or after two weeks if they have been requested by another user.

All books are due one week before the first day of final examinations.

2. Re-shelving. After use, please re-shelve books promptly (unless signed out), so they may be available to others who wish to use them.

3. Typing and conference rooms. A typing room is located at the west end of the basement floor of the library where typewriters may be used during library hours. Next to the typing rooms are located two study and conference rooms which are availbble to students on joint or group projects. Another study and conference room is located on the balcony of the library.

4. Smoking. Smoking is not permitted in the library except in the typing and study and conference rooms. Smoking is not permitted in carrels.

5. Eating. No food or beverages are allowed in the library. This applies to the study and conference rooms and the carrels.

6. Telephones. The library phones are not available for student use. Calls or messages cannot be received, except in case of an emergency. A public telephone is located in the foyer.

7. Noise. Please maintain maximum quiet in the library. If you expect the library to be quiet when you want to study, bear in mind that others expect the same when they want to study. If you wish to talk, please leave the library.

All students are expected to comply with the above regulations.

CARD CATALOG

The Law Library card catalog is a dictionary-type arrangement with author, title and subject cards filed in one alphabet. Books are shelved by main entry (i.e., author), which appears in bold-face type on most cards.

Items which have been ordered by the library are listed on "On Order" cards filed in their regular alphabetical place.

CARRELS

Carrels are assigned by the Law Librarian. Library books kept in carrels must be charged out at the Circulation Desk and material must not be moved from carrels to which they are checked out. Failure to observe carrel regulations will forfeit the carrel assignment. A list of carrel assignments is at the Desk.

INTERLIBRARY LOANS

Books which are not in any campus library and not readily available for purchase on the market may be borrowed from other libraries. Please ask for assistance from the Order Librarian.

ABBREVIATIONS

Common abbreviations are listed in the back of law dictionaries. Rules for correct citation form may be found in the Uniform System of Citation (known as the "Harvard White Book") available at the Circulation Desk and in Price and Bitner's Effective Legal Research and Pollack's Fundamentals of Legal Research.

HANDOUTS AVAILABLE AT THE CIRCULATION DESK

1. Bibliographies of Law Library holdings. Inquire at Desk.
2. Films. College of Law films housed in Law Library.
3. Floor plan and range number guide; Alphabetical index.
4. Loose-leaf services received.
5. Periodical holdings.
6. Cassettes in the Law Library.